



Staff Use Only

County of San Diego, Planning & Development Services SITE PLAN PERMIT DESIGN REVIEW CHECKLIST EXEMPTION REQUEST REQUIREMENTS ZONING DIVISION

Checklist of Required Items for Site Plan Permit Design Review Checklist Exemption Submittal

- ☐ First determine if the project is located within an area zoned with special area designator B, D, S, H, or J is located within the C34, C42 or C46 zones.
- ☐ Review appropriate Sections of the ZO and determine if the proposed project might qualify for a Site Plan Permit Design Review Checklist Exemption. Projects must meet all of the prerequisites listed below to qualify for a Design Review Checklist Exemption.
 - ☐ Subject parcel is zoned with a "B" Community Design Review Special Area Designator.
 - ☐ Project is consistent with General Plan, Zoning Ordinance, and applicable Community Plan.
 - ☐ Project is not governed by a pre-existing Site Plan Permit or other discretionary permit.
 - ☐ Project does not require approval of any other discretionary permits from the County of San Diego.
 - ☐ Project site does not have any unresolved code enforcement violations.
 - ☐ Subject parcel is not zoned with a
 - ☐ "D" Design Review Special Area Designator;
 - ☐ "H" Historic/Archeological Landmark Special Area Designator; or
 - ☐ "V" Vernal Pool Special Area Designator.
 - ☐ Project does not propose to impact or disturb:
 - ☐ Biological resources;
 - ☐ Floodway or 100-year floodplain;
 - ☐ Steep slopes in excess of 25%; and
 - ☐ Significant or prominent natural features.
- ☐ If the proposed project qualifies for a Site Plan Permit Design Review Checklist Exemption, explain the process; or, if the proposed project does not qualify, inform the customer that they will need to go through the discretionary Site Plan Permit review process.
- ☐ If subject to "D" designator, review appropriate "D" designator requirements/ language; and determine if the Site Plan Permit requirement is applicable or has been waived by the PDS Director and the applicable DRB/CPG.
- ☐ If Customer doesn't agree with the Site Plan requirements or the Design Review Checklist, please direct Customer to purchase a copy of the Design Review Guidelines for that community.
- ☐ If it is determined that the County would consider a Site Plan Permit Waiver, inform the customer that they need to provide two complete sets of plans, per County Requirements, for the Pre-review Process.
- ☐ At Pre-review, a Planner from BPPR/Zoning will fill out the application for Site Plan Permit Design Review Checklist Exemption and send it to the particular DRB/CPG (via email, fax or mail.) The Planner will give a copy of the proposed Site Plan Permit Design Review Checklist Exemption pending file (presently located in Michael's office). Please remember to write the APN on the side of the paper that shows when thumbing through file.
- ☐ At Pre-review, the BPPR technician will stamp the plans, provide the applicant and move the customer on through the regular Pre-review process.



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REQUEST REQUIREMENTS

Continued

- ☐ It is recommended that the customer contacts the appropriate DRB/CPG, to schedule a meeting to discuss the case and to be scheduled for the next public meeting.
- ☐ Instruct the customer to take their two stamped sets of plans to the DRB/CPG Meeting and inform them that PDS staff will forward a copy of the applicable Design Review Checklist to the applicable DRB/CPG after staff has completed their review.
- ☐ If the DRB/CPG recommends that the Site Plan Permit Design Review requirements for the project are exempted- they will stamp every page of both sets of the plans with their Site Plan Permit Exemption stamp and sign and date it. The DRB/CPG will also fill-out and sign the Design Review Checklist, which must also be signed by the property owner/applicant.
- ☐ Once the DRB/CPG recommends a Site Plan Permit Design Review Checklist Exemption, they should also send the County of San Diego a copy of the Site Plan Permit Design Review Checklist Exemption form and the Design Review Checklist, signed and dated, which should get matched up to the original in the pending file and placed in the approved file (in same file drawer). The Customer will bring their stamped plans back to the County for a Planner to review/compare once more and then issue a Director's determination that the Site Plan Permit Design Review requirements for the proposed project, pursuant to the Zoning Ordinance are exempted.
- ☐ Planner will sign off the proposed project if all other corrections that may have been required have been made.
- ☐ Customer is informed that they must maintain the Site Plan Permit Design Review Checklist Exemption stamped plans throughout the entire process, even if the plan sheets change for corrections or other reasons, or they will have to go back before the DRB/CPG to get plans stamped again. If Design changes, they will have to be reviewed before the DRB/CPG again.
- ☐ The Site Plan Permit Design Review Checklist Exemption will expire after 6 months if no building permit has been obtained within that time.
- ☐ The Customer is informed that the Site Plan Permit Design Review Checklist Exemption request is only valid for the proposed project being considered. Any future proposals, even if they are similar to a previously waived project, will be subject to a new Site Plan Permit Design Review Exemption request.

Additional Comments:

Reviewed by: _____

Date: _____